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**Request for City Council Committee Action  
From the City Attorney's Office**

Date: December 3, 2002  
To: Ways & Means/Budget Committee  
Referral to: None

**Subject:** City Attorney's Office Hiring Report, January 1, 2002, through November 30, 2002

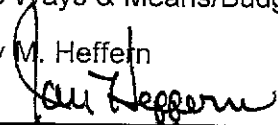
**Recommendation:** That the Ways & Means/Budget Committee receives and files the City Attorney's Office Hiring Report for the period January 1, 2002, through November 30, 2002.

**Previous Directives:** On June 21, 2002, the City Council approved a report from the Job Bank Steering Committee stated, in part, "City department heads be required to report on their hiring decisions on a monthly basis to the Ways & Means/Budget Committee".

Prepared by: Jay M. Heffern

Phone: 673-3272

Approved by:

  
Jay M. Heffern  
City Attorney

Presenter in Committee: Jay M. Heffern, City Attorney

**Financial Impact** (Check those that apply)

- ☒ No financial impact - or - Action is within current department budget.  
(If checked, go directly to Background/Supporting Information)  
☐ Action requires an appropriation increase to the Capital Budget  
☐ Action requires an appropriation increase to the Operating Budget  
☐ Action provides increased revenue for appropriation increase  
☐ Action requires use of contingency or reserves  
☐ Other financial impact (Explain):  
☐ Request provided to the Budget Office when provided to the Committee Coordinator

**Community Impact:** Not applicable

**Background/Supporting Information**

The hiring of permanent employees in the City Attorney's Office for the period January 1, 2002, through November 30, 2002, is as follows:

- The Deputy City Attorney, Criminal, position was filled from within the office.
- A vacant Office Services Specialist II position was filled by a transfer from the City Council offices.
- Two Assistant City Attorney II positions were filled by promotions from within the office.
- A Managing Attorney whose position was eliminated in the City Council's February, 2002, budget reduction action filled a vacant Assistant City Attorney I position.